

December 18, 2015

ASSISTANT TOWN ACCOUNTANT

The Town of Walpole is seeking qualified applicants to provide skilled accounting; clerical and administrative support to the Town Accountant in the management of detailed financial records, and carries out functions of the department in accordance with local and state laws. The ideal candidate will be organized, maintain detailed and accurate records, and have the ability to analyze and interpret accounting data. Must have exceptional interpersonal skills, and the ability to work with other departments and officials at all levels of the organization, and be able to communicate effectively both orally and in writing.

This position requires a B.S. in accounting or finance or equivalent work experience in municipal accounting. Preference is given to candidates having knowledge of UMAS and M.G.L.; Proficiency in Excel and MUNIS preferred. Annual salary range \$52,235 - \$69,042. Please send resume with cover letter along with a completed job application form to Town of Walpole, HR, 135 School St., Walpole MA 02081. Position will remain open until filled. AA/EOE